

4.9 LETTERS/MEMORANDUMS

(Contact: Pam Watson, Mx4665, or Pat Thompson, Px4694)

Please see the attached example letters and memorandums.

NETL LETTERHEAD MACRO

AND

CONCURRENCE MACRO



U.S. Department of Energy

National Energy Technology Laboratory



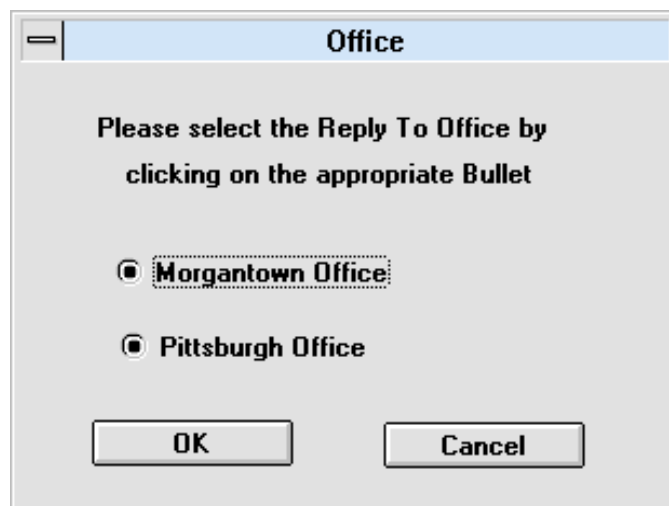
March 6, 2000

NETL LETTERHEAD MACRO

To access and use the NETL letterhead macro “newnetl2.wcm,” use WordPerfect 6.1 for Windows (also available in WordPerfect 5.2+).

NOTE: DO NOT USE THE ENTER KEY WHILE IN THE PROMPT BOXES. IF THE ENTER KEY IS USED YOU WILL BE REMOVED FROM THE BOX. USE YOUR TAB, ARROW KEYS, OR MOUSE.

1. Select TOOLS at the menu line and use mouse to click on MACRO. Click on PLAY and the PLAY MACRO box appears. In Morgantown after you click on macro, select newnetl2.wcm.
2. Under FILES on the j:\apps\wpwin61\macros directory, double click on “newnetl2.wcm” and the macro will begin.
3. The REPLY TO OFFICE box is displayed on your screen as shown below.



Select either Morgantown or Pittsburgh for the appropriate REPLY TO OFFICE. Use the mouse to make your selection and click on OK.

4. The PAGE FORMAT OPTIONS box is displayed next on your screen as shown below.

PAGE FORMAT OPTIONS

MUST select either Memorandum OR Letter
Select Cancel to CANCEL the Macro

Use TAB or Mouse to move between Fields
Do NOT use the Enter Key

☐ **Memorandum**

☐ **Letter**

☒ **Footer With Phone Numbers/Internet Address**

Sender's Telephone Number

Fax Number

Sender's USERID for Internet Address

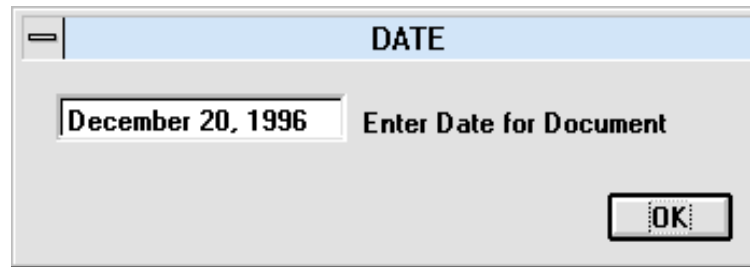
OK **Cancel**

Select either Memorandum or Letter. Use the mouse to make your selection. **Footers containing the document author or contact person's information are required on all NETL Memos and Letters. The Footer selection is a default; however, the only case where it should not be used is in the preparation of documents for the signature of Headquarters personnel.** In this instance, click on the footer selection box and the "X" will disappear. For Footer information to appear at the bottom of a memorandum or letter, you must enter the appropriate information for the document author or contact person. Depending on what Office was selected in the REPLY TO OFFICE box will decide what area code and phone prefix will appear in the Footer boxes.

To type the sender's telephone and fax number, click with mouse after the dash and enter the four digit extension. Hit Tab after your entry or click with mouse on the sender's userid box and enter the sender's LAN ID (user name). After the appropriate information is entered in the PAGE FORMAT OPTIONS box, click on OK. **NOTE:** All entries must be filled in for the footer to appear.

Notice that the DOE/NETL letterhead format will appear on your screen.

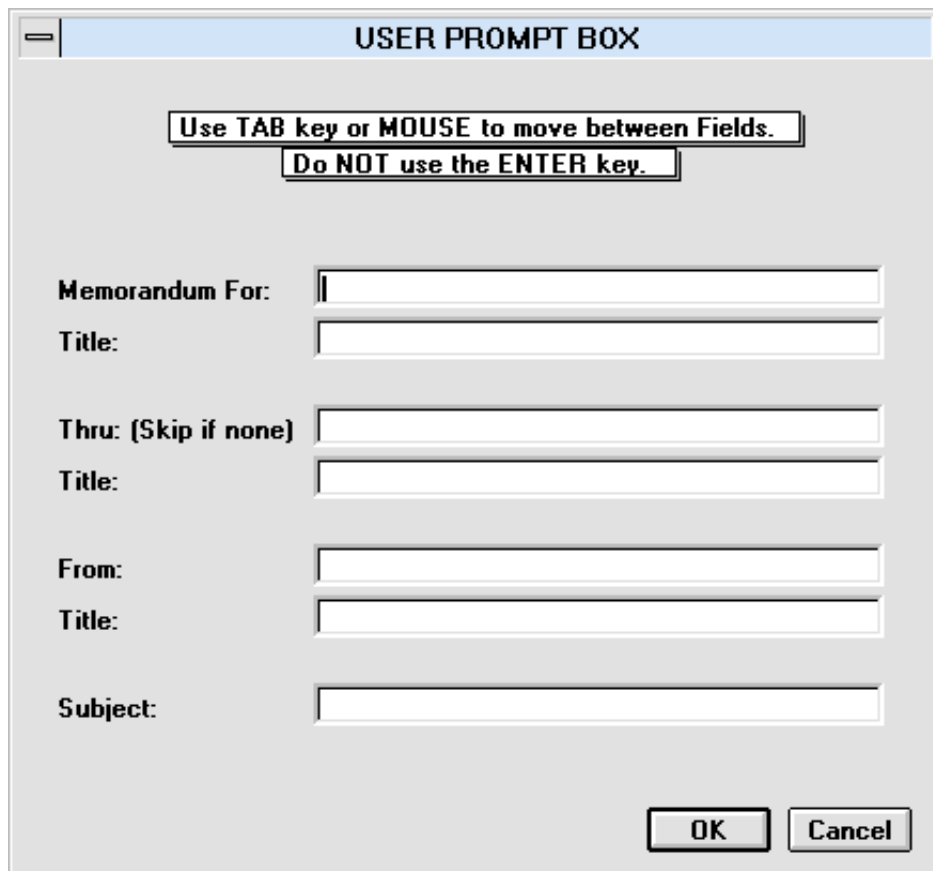
5. Next the DATE box is displayed on your screen as shown below.



A dialog box titled "DATE" with a light blue header bar. Inside, there is a text input field containing "December 20, 1996". To the right of the input field is the text "Enter Date for Document". At the bottom right is an "OK" button.

The current date will be the default in the DATE box and will also appear on the letterhead. You may select to change the date, select not to enter a date, or keep the default date. If you select to change the date, click after the year in the DATE box and use the delete key to remove the date and enter the appropriate date; if no date is required, delete the entire date, and if you select to keep the default click on OK.

6. The USER PROMPT BOX is displayed next on the screen if you choose to prepare a Memorandum (see below).



A dialog box titled "USER PROMPT BOX" with a light blue header bar. Inside, there are two instruction boxes: "Use TAB key or MOUSE to move between Fields." and "Do NOT use the ENTER key." Below these are several input fields for a memorandum: "Memorandum For:", "Title:", "Thru: (Skip if none)", "Title:", "From:", "Title:", and "Subject:". At the bottom right are "OK" and "Cancel" buttons.

The cursor will initially be at the “MEMORANDUM FOR” prompt. Type the name of the person to whom the memo is addressed. You will notice that the name will be in all CAPS. Tab or arrow to the “TITLE” prompt, and type the title and office (CAPS also). Tab or arrow to the “THRU” box and type the appropriate information. If a THRU is not required, tab or arrow to the “FROM” and “TITLE” box and enter appropriate information (CAPS also). Tab or arrow to the “SUBJECT” box and enter the subject. Type the subject in upper and lower case. After the correct and appropriate information is entered in the USER PROMPT BOX, click on OK. The information that you entered will now appear on your screen, and you can begin to type the text of your memo or insert an existing file.

NOTE: THERE IS NO SIGNATURE BLOCK. The person sending the memo will sign beside their name.

If you choose to prepare a letter, the macro will position you to begin typing the inside address after the date entry box. NOTE: NO USER PROMPT BOX WILL APPEAR.

CONCURRENCE MACRO

To access the concurrence macro "CONCURR.WCM," use WordPerfect 6.1 for Windows.

1. Select TOOLS at the menu line and use mouse to click on MACRO. Click PLAY and the PLAY MACRO box appears. In Morgantown, select No. 1.
2. Under files on the j:\apps\wpwin61\macros directory, double click on "CONCURR.WCM" and the routing screen for the macro will prompt you for the last names and organization symbols for the individuals you wish to concur on the document. When all information has been entered, click on OK.
3. The system will now prompt you to save the document "SAVE AS." Save the concurrence copy under a different file name so as not to overwrite your original. Example: If original file name is "admproc.hbk," the concurrence file could be saved as "admproc.con."

Correspondence Procedures:

Add new instructions to enter symbol and name for routing.

Names		
Enter LAST NAMES and ROUTING SYMBOLS for Concurrence. Press OK when done. Press CANCL to stop macro.		
	Last Names	Routing Symbol
1.	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	<input type="text"/>
5.	<input type="text"/>	<input type="text"/>
6.	<input type="text"/>	<input type="text"/>
7.	<input type="text"/>	<input type="text"/>
8.	<input type="text"/>	<input type="text"/>

Use TAB key or mouse to move between fields.

OK

Cancel

Last Name limited to 14 characters. Initial cap only!

CONCURRENCES		
RTG.SYMBOL	DI-01	
NAME	BAJURA	
INITIAL/DATE		
RTG.SYMBOL	DI-02	
NAME	CARABETTA	
INITIAL/DATE		
RTG.SYMBOL	PS-01	
NAME	TORKOS	
INITIAL/DATE		
RTG.SYMBOL	DI-03	
NAME	MCBRIDE	
INITIAL/DATE		
RTG.SYMBOL		
NAME		
INITIAL/DATE		
RTG.SYMBOL		
NAME		
INITIAL/DATE		
RTG.SYMBOL		
NAME		
INITIAL/DATE		

HELPFUL HINTS

1. The new letterhead macro for windows is "newnetl2.wcm." The letterhead will be used for all memoranda and letters. The macro will prompt you to enter the appropriate data. The new concurrence macro for windows is CONCURR.WCM.
2. Times Roman is the font NETL will be using to type all correspondence.
3. Do NOT type a signature block at the end of the memorandum. The person sending the memorandum will sign beside their name.
4. **Footers with document author or contact person information are mandatory on all NETL Memos and Letters. The only exception being correspondence being sent to Headquarters for signature.**
5. The information on the MEMORANDUM FOR, THROUGH, and FROM lines should be in all caps. The information on the SUBJECT line will be in upper and lower case.
6. The third line of the MEMORANDUM FOR, THROUGH, AND FROM is indented two spaces (2.86" position). The SUBJECT's second line is not indented. It will stay flush with the first line.
7. There are two lines between the last lines of MEMORANDUM FOR and FROM. The text of the memorandum will begin on the third line down from the last line of the subject.
8. If a memorandum is being sent to three or more individuals, type DISTRIBUTION in the MEMORANDUM FOR prompt. Return two from the last line of the memorandum and type DISTRIBUTION:. Return and begin typing your list.
9. If a memorandum is addressed to two individuals you will need to return twice from the last line of the MEMORANDUM FOR, indent four, and begin typing the second person's name.
10. The closing for all letters will always be "Sincerely."
11. The closing will begin two lines down from the last line of the letter. Tab to 4.25" position and type Sincerely. Return five, tab to 4.25" and begin your signature block.
12. Typist's initials will no longer be used.
13. If a date needs to be added to a memorandum or letter after you have completed the macro, you will have to arrow down two from the last line of the letterhead and the cursor will take you to the center prompt. Begin typing the date. Once a memorandum or letter has been signed/approved, you may use a date stamp or typewriter to date.

14. The words "w/attachment(s)" or "w/enclosure(s)" will no longer be used after a cc: list (i.e., cc w/o attachments). It will be assumed that the attachment(s) will be sent. The words "w/o attachment(s)" or "w/o enclosure(s)" will follow after the individual's name if they are NOT to receive a copy.
15. The cc: list will begin at the tab setting 1.31" position and the bcc: list will begin at the tab setting 1.39" position.
16. Do not use Headquarters routing symbols (FE-1) or Forrestal/Germantown as part of the MEMORANDUM FOR address. Names and titles should be used instead.
17. REMEMBER to use spell-check on ALL documents.
18. Salutation
 - When it is not known if the addressee is a man or woman, use the name as given. For example: Dear R. C. Jones:.
 - When the identity of the specific addressee is not known, use "Dear Sir or Madam:."
19. Instructions to change the footer information after exiting the letterhead macro:
 - Select Format at the menu line.
 - Select Header/Footer, click on Footer A and edit.
 - The footer information will appear at the top of your screen. Make your changes and close.
20. E-Mail cc's and bcc's:

The electronic notation of signature (original signed by) must be added to a memorandum or letter before it is sent electronically to the cc: or bcc: list.
21. If there are more than two addresses, use a distribution list.



U.S. Department of Energy

National Energy Technology Laboratory



March 31, 1999

MEMORANDUM FOR ROBERT W. GEE
ASSISTANT SECRETARY FOR FOSSIL ENERGY

FROM: RITA A. BAJURA
DIRECTOR, NATIONAL ENERGY TECHNOLOGY
LABORATORY

SUBJECT: Example Memo With a Concurrence Ladder

CONCURRENCES
RTG.SYMBOL DI-02 NAME CARABETTA INITIAL/DATE
RTG.SYMBOL DI-03 NAME MCBRIDE INITIAL/DATE
RTG.SYMBOL PM-01 NAME MARKEL INITIAL/DATE
RTG.SYMBOL PM-60 NAME SARKUS INITIAL/DATE
RTG.SYMBOL NAME INITIAL/DATE
RTG.SYMBOL NAME INITIAL/DATE
RTG.SYMBOL NAME INITIAL/DATE
RTG.SYMBOL NAME INITIAL/DATE



U.S. Department of Energy

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January 20, 1998

MEMORANDUM FOR GEORGANNE ST. CLAIR
SUPERVISORY OFFICE MANAGER, OFFICE OF THE
DIRECTOR

FROM: PAMELA WATSON
OFFICE MANAGER, OFFICE OF THE DIRECTOR

SUBJECT: Example of Basic Memorandum

This is a sample of a basic memorandum using the new NETL letterhead macro "newnetl2.wcm."
The macro will prompt you to enter the appropriate information.

You will notice that the "MEMORANDUM FOR" and "FROM" information is in all caps and
the "SUBJECT" information is upper and lower case.

Times Roman 12 point is the font NETL will be using to type all correspondence.

The person sending the memo will sign beside their name.



U.S. Department of Energy

National Energy Technology Laboratory



January 20, 1998

MEMORANDUM FOR RITA A. BAJURA
DIRECTOR, NATIONAL ENERGY TECHNOLOGY
LABORATORY

THROUGH: GEORGANNE ST. CLAIR
SUPERVISORY OFFICE MANAGER, OFFICE OF THE
DIRECTOR

FROM: PAMELA WATSON
OFFICE MANAGER, OFFICE OF THE DIRECTOR

SUBJECT: Example of Basic Memorandum With Through Line



U.S. Department of Energy

National Energy Technology Laboratory



January 20, 1998

MEMORANDUM FOR MARGIE GUENTHER
SUPERVISORY OFFICE MANAGER, OFFICE OF THE
DIRECTOR

FROM: PATRICIA THOMPSON
OFFICE MANAGER, OFFICE OF THE DIRECTOR

SUBJECT: Example of Multiple Subject Line
This example also shows that the subject's second line is not indented.
It will stay flush with the first line.



U.S. Department of Energy

National Energy Technology Laboratory



January 20, 1998

MEMORANDUM FOR RITA A. BAJURA
DIRECTOR, NATIONAL ENERGY TECHNOLOGY
LABORATORY

RALPH CARABETTA
DEPUTY DIRECTOR, NATIONAL ENERGY TECHNOLOGY
LABORATORY

FROM: NAME
TITLE, NAME OF OFFICE

SUBJECT: Example of Memorandum Addressed to Two Individuals

This is a sample memorandum addressed to two individuals. The macro will not prompt you to type the second individual's name. Once you have entered the information into the "USER PROMPT BOX" and it is displayed on your screen, you will need to return twice from the last line of the "MEMORANDUM FOR," indent four, and begin typing the second person's name. Return and indent four and begin typing the title and office. If the title and office is more than one line, the second line will be flush with the first line. Place the cursor on the first letter of the second line and tab to 2.86" position. There should be two lines between the last line of the "MEMORANDUM FOR" and "FROM." Memorandums addressed to more than two individuals should be done using the distribution format (see example on the next page).



U.S. Department of Energy

National Energy Technology Laboratory



(Dated when signed)

MEMORANDUM FOR DISTRIBUTION

FROM: RITA A. BAJURA
DIRECTOR, NATIONAL ENERGY TECHNOLOGY
LABORATORY

SUBJECT: Multiple Distribution

This is a sample memorandum showing multiple distribution. In the “MEMORANDUM FOR” box, type DISTRIBUTION. Multiple distribution is used when sending a memorandum to three or more individuals. Return twice from the last line of the memorandum and type DISTRIBUTION:. For cc:, bcc:, and distribution lists which include both external and internal people, list the external names first. These are followed by the internal names.

DISTRIBUTION:

G. G. Boyd, EM/HQ
C. M. Holmes, FE/HQ
R. A. Carabetta, NETL
C. O. Bauer, NETL
F. R. Brown, NETL
L. E. Graham, NETL
L. C. Headley, NETL
K. E. Markel, NETL
A. Murphy, NETL
J. P. Starkey, NETL
T. M. Torkos, NETL



U.S. Department of Energy

National Energy Technology Laboratory



January 20, 1998

MEMORANDUM FOR MARGIE GUENTHER
SUPERVISORY OFFICE MANAGER, OFFICE OF THE
DIRECTOR

FROM: PAT THOMPSON
OFFICE MANAGER, OFFICE OF THE DIRECTOR

SUBJECT: Attachments and cc: and bcc: Lists

This is an example of a letter showing the format for cc: and bcc:. Return twice from the last line of the letter and type Enclosure. After Enclosure return twice and type cc:. After the colon tab to begin the cc: list. Notice that there is no "w/enclosure" after the cc:. It is assumed that the person on the cc: list will receive all attachments. If a person is not to receive a copy of the attachments, the words "w/o enclosures" will follow after their name in parentheses. If there is a bcc: list (to be place on a separate page), tab after the colon to 1.39" position and begin the list. If there is an individual on the cc: list from Headquarters, place FE/HQ after their name.
REMEMBER, DO NOT USE BCC: ON CORRESPONDENCE GOING TO HQ OR TO NETL.

6 Enclosures

cc: M. A. Smith, FE/HQ

bcc: K. E. Markel (w/o enclosures)
J. P. Strakey (w/o enclosures)



U.S. Department of Energy

National Energy Technology Laboratory



January 20, 1998

MEMORANDUM FOR ALL NATIONAL ENERGY TECHNOLOGY LABORATORY
(NETL) EMPLOYEES

FROM: RITA A. BAJURA
DIRECTOR, NATIONAL ENERGY TECHNOLOGY
LABORATORY

SUBJECT: This is an Example of a Memorandum to All Employees

This is an example of a sample memorandum sent to all employees.



U.S. Department of Energy

National Energy Technology Laboratory



January 20, 1998
(Dated when signed)

Mr. John Doe
General Electric
P.O. Box 544
Schenectady, NY 12345

Dear Mr. Doe:

This is a sample of a letter using the NETL macro "newnetl2.wcm." The macro will prompt you for the date. Return twice after the inside address and begin typing the greeting, which is followed by a colon. Return twice to begin typing the text, which is single spaced. Double spacing is required between paragraphs. After the text, double space and tab to 4.25" position to begin typing the closing. The closing will always be "Sincerely." Return five times to begin the signature block.

Sincerely,

Rita A. Bajura
Director, NETL

**DO NOT BCC ANY INTERNAL OR HQ MEMOS,
ONLY BCC WHEN SENDING OUTSIDE DOE/NETL**

BASIC LETTER WITH ENCLOSURES

Sincerely,	
<div>Return 5 and begin signature block</div>	
John Doe Project Manager Name of Your Division	
2 Enclosures	<div>If only 1, then just type the word "Enclosure"</div>

BASIC LETTER WITH E-MAIL CC:

Sincerely,	
<div>Return 5 and begin signature block</div>	
John Doe Project Manager Name of Your Division	
E Mail cc:	I. I. Amos N. P. Jones

BASIC LETTER WITH ENCLOSURES AND CC: WITH ENCLOSURES

Sincerely,	
<div>Return 5 and begin signature block</div>	
John Doe Project Manager Name of Your Division	
2 Enclosures	<div>If only 1, then just type the word "Enclosure"</div>
cc:	I. I. Amos N. P. Jones

**DO NOT BCC ANY INTERNAL OR HQ MEMOS,
ONLY BCC WHEN SENDING OUTSIDE DOE/NETL**

BASIC LETTER WITH ENCLOSURES AND CC: WITHOUT ENCLOSURES

Sincerely,	
<div>Return 5 and begin signature block</div>	
John Doe Project Manager Name of Your Division	
2 Enclosures	<div>If only 1, then just type the word "Enclosure"</div>
cc: I. I. Amos N. P. Jones (w/o enclosures)	

BASIC LETTER WITH E-MAIL CC: AND BCC:

Sincerely,	
<div>Return 5 and begin signature block</div>	
Rufus P. Government Project Manager Name of Your Division	
E Mail cc:	I. I. Amos N. P. Jones
E Mail bcc:	J. H. Doe M. S. Smith
	<div>bcc: should be on a separate page</div>

**DO NOT BCC ANY INTERNAL OR HQ MEMOS,
ONLY BCC WHEN SENDING OUTSIDE DOE/NETL**

BASIC LETTER WITH ENCLOSURES AND CC: AND BCC: WITH ENCLOSURES

Sincerely,	
<div>Return 5 and begin signature block</div>	
John Doe Project Manager Name of Your Division	
2 Enclosures	<div>If only 1, then just type the word "Enclosure"</div>
cc: I. I. Amos N. P. Jones	
bcc: J. H. Doe M. S. Smith	<div>bcc: should be on a separate page</div>

BASIC LETTER WITH ENCLOSURES AND E-MAIL CC: AND BCC: WITHOUT ENCLOSURES

Sincerely,	
<div>Return 5 and begin signature block</div>	
John Doe Project Manager Name of Your Division	
2 Enclosures	<div>If only 1, then just type the word "Enclosure"</div>
E Mail cc: N. P. Jones (w/o enclosures)	
Email bcc: J. H. Doe (w/o enclosures) M. S. Smith	<div>bcc: should be on a separate page</div>

MEMORANDUMS

**DO NOT BCC ANY INTERNAL OR HQ MEMOS,
ONLY BCC WHEN SENDING OUTSIDE DOE/NETL**

BASIC MEMORANDUM WITH ATTACHMENTS

<div>No closing</div>	
2 Attachments	<div>If only 1, then just type the word "Attachment"</div>

BASIC MEMORANDUM WITH E-MAIL CC:

<div>No closing</div>	
E Mail cc: I. I. Amos N. P. Jones	

BASIC MEMORANDUM WITH ATTACHMENTS AND CC: WITH ATTACHMENTS

<div>No closing</div>	
2 Attachments	<div>If only 1, then just type the word "Attachment"</div>
cc: I. I. Amos N. P. Jones	

MEMORANDUMS

**DO NOT BCC ANY INTERNAL OR HQ MEMOS,
ONLY BCC WHEN SENDING OUTSIDE DOE/NETL**

BASIC MEMORANDUM WITH ATTACHMENTS AND CC: WITHOUT ATTACHMENTS

No closing	
2 Attachments	If only 1, then just type the word "Attachment"
cc: I. I. Amos N. P. Jones (w/o attachments)	

BASIC MEMORANDUM WITH E-MAIL CC: AND BCC:

No closing	
E Mail cc: I. I. Amos N. P. Jones	
E Mail bcc: J. H. Doe M. S. Smith	bcc: should be on a separate page

E-Mail cc:

Whenever possible, cc's should be sent via e-mail.

E-mail cc's should be noted on file copy of document and should be included on the subject line of the transmittal e-mail message.

Note: Even though they will accept e-mail cc, Headquarters still requires signed original to follow by mail.

MEMORANDUMS

**DO NOT BCC ANY INTERNAL OR HQ MEMOS,
ONLY BCC WHEN SENDING OUTSIDE DOE/NETL**

BASIC MEMORANDUM WITH ATTACHMENTS AND CC: AND BCC: WITH ATTACHMENTS

No closing	
2 Attachments	If only 1, then just type the word "Attachment"
cc: I. I. Amos N. P. Jones	
bcc: J. H. Doe M. S. Smith	bcc: should be on a separate page

BASIC MEMORANDUM WITH ATTACHMENTS AND E-MAIL CC: AND BCC: WITHOUT ATTACHMENTS

No closing	
2 Attachments	If only 1, then just type the word "Attachment"
E Mail cc: I. I. Amos (w/o attachments) N. P. Jones (w/o attachments)	
E Mail bcc: J. H. Doe (w/o attachments) M. S. Smith (w/o attachments)	bcc: should be on a separate page